

**Guidance to Managers on Reporting
Costs, Revenues, Visitation, Infrastructure and Accomplishments
Associated with the Fee Demonstration Program**

Congress authorized the Recreational Fee Demonstration Program in Section 315 of Public Law 104-134. Four agencies were mandated to implement the Recreational Fee Demonstration Program —National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the U.S. Forest Service.

Conference Report language directs the agencies to evaluate the pilot demonstrations and to prepare a report to Congress on the results of the evaluation experiences of implementing the pilot fee program.

Each agency has participated in an evaluation process to measure public reactions to the fee program, internally or through an outside contract. From each project manager we need data related to visitation, revenues, costs, and accomplishments associated with the demonstration fee program from your projects.

Management information needed for the evaluation is specified below. Similar information is being obtained from each of the four agencies involved in the Recreational Fee Demonstration Program. Since the information should be as comparable as possible across the four agencies, we are providing guidance to help you consistently report the management information.

It is your responsibility as the manager of a fee demonstration unit or project to make certain that these data are collected, that they are accurate, and that they are consistent with the instructions.

In order to compare results of the demonstration project with results prior to the initiation of the fee demonstration project there is also a request for some historical data. Do your best to complete the tables so that all four agencies can combine the data to make comparisons.

The following types of data must be collected and reported by all units or projects, from all four agencies, participating in the fee demonstration program. The following items numbered 1 - 7 refer to Attachment # 2 and item number 8 refers to Attachment # 3, Accomplishments. If a particular section of any form does not apply to your project please indicate by entering NA.

1. Fee Revenues (Spreadsheet # 1)

Each fee demonstration unit or project must report its fee revenues by project name and project code. The revenue amounts reported should be based on the fiscal year treasury account report. Thus, some revenues at the end of the year will be reported for the year in which they are deposited and recorded in the system, not the year they are actually collected. The following data are required for each of the demonstration pilot projects:

- Total amount of fees collected, at the project site, during Fiscal Year 2000.
- Estimate Fiscal Year 2001's revenues.

2. Visitation (Spreadsheet #2)

Visitation data is needed to determine the extent to which a change in fees impacts and affects visitation to a site, as well as to assess the potential for fee revenues from visitors and users. Most of you already collect data on the total number of visitors to your unit. The following data are required:

- Total number of visitors to the unit during each Fiscal Year from 1996 through 2000.

3. Cost of Collecting Fees (Spreadsheet # 3)

Information on cost of fee collection is essential for calculating *net* revenues, or the cost-effectiveness of the fee program. This includes *all costs that can reasonably be attributed to the activity of collecting fees* from the public for entrance into, or for use of, your unit or project during the year. The following data are required:

- Total direct and indirect fee collection costs separated into capital costs and operating costs. These costs should then be totaled and then indicate the costs as a percent of fee revenue (excluding general overhead costs).
- Program Elements: those shown are for the FY2001 report to Congress. They are here for your information only this year.

There are no standard methods used by all agencies to estimate the cost of fee collection. We recommend the cost categories that are used by the National Park Service, which are summarized below. You need only to report a total annual figure of collection costs for your unit, even though for calculation purposes you may tally each of these categories separately.

- Salaries and benefits (on a pro-rata basis for individuals with other duties in addition to fee collection activities).
- Utilities charges (e.g., electric, gas, phone) for fee collection facilities.
- Costs associated with fee collection training.
- Maintenance costs (e.g., janitorial or repairs) associated with fee collection activities, facilities, or equipment.
- Communication items (e.g., radios, phones) needed for fee collection.
- Other costs associated with fee collections (e.g., bank contracts, armored car services, money orders, printing park specific passes).
- Fee demonstration project-specific law enforcement.

4. Expenditures of Fee Revenues (Spreadsheet # 4)

Each fee demonstration unit or project must report its expenditure of fee revenues by project name and project code. Program Elements shown are for the FY2001 report to Congress. They are here for your information only this year. The following data are required for each of the demonstration pilot projects:

- Fill in the columns using the total FY 2000 expenditures of fee collections for each category for the entire project.

5. Description of the Backlog Maintenance Projects (Table # 1)

Next, list your top five (5) priority deferred maintenance (backlog) projects for the fee demonstration project.

- Indicate the estimate of the total project cost, total funds expended through FY 2000, and expected completion year of backlog projects.

6. Description of Enhancement Projects (Table # 2)

List and describe any enhancement projects for the site, added services, or other key areas of public service where fee demonstration funds were expended on a particular fee demonstration project.

- Indicate total project cost, funds spent through FY 2000, and the year you expect to complete the project.

7. Summary Data for BLM Fee Demonstration Projects, Fiscal Year 2000 (Table # 3)

Summarize the data from your individual projects onto this table by project and include the project number.

8. Accomplishments: Narrative, due COB November 3, 2000
(Reference Attachment # 3)